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Personnel

**ACTIVE DUTY SERVICE
COMMITMENTS (ADSC)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(SMSgt A.C. Fleming)
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This instruction tells how to compute active duty service commitments (ADSCs) for Air Force military personnel. It applies to all active duty members including officers with a Reserve commission and enlisted members of the Reserves serving on active duty and administered by the active component. Otherwise, it does not apply to Air National Guard or US Air Force Reserve units and members. Major commands or subordinate units do not have the authority to supplement this instruction. It implements Air Force Policy Directive 36-21, 1 April 1998; Department of Defense Instruction (DoDI) 6000.13., *Medical Manpower and Personnel*, 30 June 1997; DoDD 1322.6, *Fellowships, Scholarships, and Grants for DoD Personnel*, 24 February 1997; and DoDD 1322.10., *Policies on Graduate Education for Military Officers*, 31 August 1990.

This instruction directs the collection of information protected by the Privacy Act of 1974. The authorities to collect the prescribed records in this instruction are Title 10, U.S.C., Section 8013, and Executive Order 9397. The Privacy Act Statement appears on the forms. System of Records Notices F036 AF PC Q, *Personnel Data Systems*, and F036 AF PC C, *Military Personnel Records System*, apply. Maintain and dispose of all records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

This version of AFI 36-2107 applies to members who accept an ADSC on or after 1 June 2000.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. Total number of tables has been reduced from 15 to two. Major changes to flying training include standardized pilot commitments and elimination of ADSCs for in-unit training. Additionally, 95 percent of education and training ADSCs for courses under 20 weeks have been eliminated.

Chapter 1

PROGRAM ELEMENTS

1.1. ADSCs (General). ADSCs fulfill two very important functions. They assure the Air Force and the taxpayers receive an appropriate return for their investment in training and education. This includes training not provided by the Air Force. Law establishes some ADSCs; policy establishes others. ADSCs also communicate to Air Force members the periods of obligated service they must complete before becoming eligible to separate or retire from active duty.

1.1.1. The Air Force establishes ADSCs for all active duty members who participate in ADSC-incurring events. As such, it is imperative that ADSCs and associated policies in this instruction be clearly communicated by responsible officials and fully understood by Air Force members.

1.1.2. Officers in the grades of colonel and below and all enlisted personnel incur ADSCs when they complete all or a portion of ADSC-incurring events.

1.1.3. Members usually serve new ADSCs concurrently with existing ADSCs. However, members serve ADSCs for Funded Legal Education Program/Excess Leave Program (FLEP/ELP) ([Table 1.1.](#)) and health professions officer education/training ([Table 1.2.](#)) after fulfilling all previously existing ADSCs.

1.1.4. An ADSC does not establish a date of separation.

1.1.4.1. Enlisted personnel serve on active duty in accordance with their enlistment contracts.

1.1.4.2. Officers usually serve indefinite active duty tours by appointment of the President and must request release or discharge from their appointment from the Secretary of the Air Force. Needs of the Air Force may require continued service beyond an ADSC.

1.1.5. Time spent in an excess leave status does not count toward fulfilling ADSCs.

1.1.6. An ADSC is not affected by a member's duty AFSC.

1.2. ADSC-Incurring Events. [Table 1.1.](#) and [Table 1.2.](#) identify ADSC-incurring events.

Table 1.1. Line, Chaplain and JAG Officer and Enlisted ADSCs.

R U L E	If the ADSC incurring event is for:	ADSC is (applies only to members who accept an ADSC on or after 1 June 2000)	ADSC RSN code	Legal Citation
1	EAD from a service academy	5 years (see note 2)	29	10 U.S.C. 9348
2	EAD for all other commissioning sources	4 years (see note 2) 3 years for chaplains	31	AF Policy
3	PCS (CONUS to CONUS)	2 years (see note 5)	11	DoDD 1315.7.
4	PCS (Overseas to CONUS)	1 year	11	DoDD 1315.7.
5	PCS (CONUS to Overseas or Overseas to Overseas)	Equal to DEROS	11	DoDD 1315.7.

R U L E	If the ADSC incurring event is for:	ADSC is (applies only to members who accept an ADSC on or after 1 June 2000)	ADSC RSN code	Legal Citation
6	Promotions	Enlisted: 2 years for promotion to E-7, E-8, and E-9 when eligible for, or within 2 years of eligibility for, retirement. Commissioned officers: No ADSC required. Federal law requires O-4s to serve 6 months and O-5s and O-6s to serve 3 years to retire in grade.	10	AF Policy
7	Joint Specialized Undergraduate Pilot Training (JSUPT)	10 years (see notes 1 and 2)	80	10 U.S.C. 653(a), AF Policy
8	JSUPT (PRIOR TO 1 OCT 99)	8 years (see notes 1 and 2)	04	10 U.S.C. 653(a)
9	Joint Specialized Undergraduate Navigator Training (JSUNT)	6 years (see notes 1 and 2)	04	10 U.S.C. 653(b)
10	Air Battle Manager (ABM) Undergraduate Training	6 years (see notes 1 and 2)	04	AF Policy
11	Advanced Flying Training (AFT): Applicable AFT courses in the following categories must be listed in the Education and Training Course Announcement at (http://hq2af.keesler.af.mil/etca.htm) - Initial qualification (any fixed or rotary wing aircraft) - Requalification (any fixed or rotary wing aircraft) - AETC Pilot Instructor Training (PIT) (Note: Pilots who crossflow without a break in flying between AETC non-Major Weapons System aircraft, after completing initial training do not incur any additional commitment.) - Test Pilot School (for Pilots, Navs, and Engineers) - Enlisted Aviators (1AXXX AFSCs) Major Weapons System Qualification	3 years (see notes 1 and 2)	05	AF Policy

R U L E	If the ADSC incurring event is for:	ADSC is (applies only to members who accept an ADSC on or after 1 June 2000)	ADSC RSN code	Legal Citation
12	USAF Weapons Instructor Course (WIC) (all AFSCs)	3 years (see notes 1 and 2)	76	AF Policy
13	Instructor Qualification courses. Only those courses listed in the Education and Training Course announcement at (http://hq2af.keesler.af.mil/etca.htm)	2 years (see notes 1 and 2)	77	AF Policy
14	All in-residence education including AFIT graduate programs, USAFA's GSP, PME, EWI, AF Intern Program, technical training and federally-sponsored fellowships lasting 20 weeks (140 calendar days) or longer	(notes 2 and 7 apply to all) 3 years (5 years for Doctoral programs)	78	DoDD 1322.10 AF Policy
15	Education through non-DoD fellowships, scholarships, and grants	3 times the length of training (see notes 2 and 6)	32	10 U.S.C. 2603
16	Tuition Assistance of any length or cost (commissioned officers only)	2 years	09	10 U.S.C. 2007
17	Legal Education--Funded Legal Education Program (FLEP) and Excess Leave Program (ELP)	(notes 3 and 4 apply to all) FLEP: 2 years for each year of education; ELP: 4 years; FLEP/ELP combined: minimum of 5 years	79	10 U.S.C. 2004 AF Policy
18	Assignment to a Critical Acquisition Position (CAP) under the Acquisition Professional Development Program (APDP)	3 years from effective duty date; 4 years from effective duty date for program manager or deputy program manager	72/73	10 U.S.C. 1734

NOTES:

1. The following provisions apply:
 - a. Members of United States Air Force Academy classes of 1998 and 1999, and Air Force Reserve Officer Training Corps (AFROTC) cadets commissioned in Fiscal Years (FY) 1998 and 1999, who were categorized as pilots at EAD entry, incur an ADSC of 8 years (versus 10 years) upon completion of Joint Specialized Undergraduate Pilot Training (JSUPT).
 - b. All pilots, navigators, and air battle managers who began aviation service after 30 September 1997 will not incur any additional Advanced Flying Training (AFT)/Instructor Qualification ADSCs which extend beyond 10 years of continuous or cumulative rated service. They will still incur Permanent Change of Station (PCS), Professional Military Education (PME), and other non-flying training related ADSCs. Rated service begins at the completion of training and awarding of wings for the rated specialty.

- c. Rated officers who retrain into another rated career field (e.g. air battle manager who retrain as a navigator or pilot) will incur the full ADSC for that training in accordance with [Table 1.1](#), even if that ADSC extends beyond the officer's 10th year of rated service.
2. Upon withdrawal or elimination from the program, members incur an ADSC of 2 years or the ADSC for completion of the program, whichever is less. **EXCEPTION:** AFROTC cadets who withdraw or eliminate incur the ADSC set out in AFI 36-2011, *Air Force Reserve Officer Training Corps*. USAFA cadets who withdraw or eliminate incur the ADSC set out in AFI 36-2020, *Disenrollment of USAFA Cadets*.
3. FLEP/ELP ADSC begins upon completion of any other unfulfilled ADSC, (e.g., EAD). Additionally, no portion of the education period (including legal internship) may satisfy any existing ADSC.
4. Members who withdraw or eliminate must serve 1 year for each year or part thereof.
5. Excludes "low-cost" PCS (see [Attachment 1](#)).
6. Upon approval by Air Force Institute of Technology (AFIT)/CI, members may accept a non-federally sponsored fellowship, scholarship, or grant from an eligible donor if it will qualify them to fill a potential Air Force requirement. Education in this category includes Olmsted Fellowships, Rhodes Scholarships, Lincoln Lab Grants, and Draper Fellowships.
7. Federally-sponsored fellowships include National Defense, RAND Research, SecDef, various USAFA scholarships, and Harvard National Security Fellowships.

Table 1.2. Health Professions Officer ADSCs.

R U L E	If the ADSC incurring event is for	ADSC is (applies only to members who accept an ADSC on or after 1 June 2000)	ADSC RSN code	Legal Citations
1	EAD from a service academy	5 years (see notes 1 and 2)	29	10 U.S.C. 9348
2	Direct Accession / Minimum Term of Service	3 years (see notes 1 and 2)	31	AF Policy
3	EAD from AF ROTC	4 years (see notes 1 and 2)	31	AF Policy
4	Uniformed Services University of the Health Sciences (USUHS) Doctor of Medicine (MD) degree awarding program only	7 years (see notes 1, 2 and 3)	53	10 U.S.C. 2114
5	Armed Forces Health Professions Scholarship Program (AFHPSP)	1 year for each year, min 2 years (see notes 1, 2 and 3)	52	10 U.S.C. 2123
6	GME PG1 or AEGD-1 Program	2 years (see notes 1, 2 and 3)	45	DoDI 6000.13.
7	GME/GDE Residency (training in a military program)	1 year for each year, min 2 years (see notes 1 and 2)	45	DoDI 6000.13.
8	GME/GDE Residency (AFIT sponsored)	1 year for each year, min 2 years (see notes 1, 2 and 3)	45	DoDI 6000.13.

R U L E	If the ADSC incurring event is for	ADSC is (applies only to members who accept an ADSC on or after 1 June 2000)	ADSC RSN code	Legal Citations
9	GME/GDE Residency (deferred/re-deferred)	Existing ADSC, min 2 years (see notes 1 and 2)	31	DoDI 6000.13.
10	Financial Assistance Program Residency (AFIT sponsored)	2 years for 1st year (or portion thereof), then 6 months for each 6 month increment thereafter (or portion thereof) (see notes 1 and 2)	45	DoDD 1322.10.
11	Fellowship (training in military program) Clinical	1 year for each year, min 2 years (see notes 1 and 2)	32	DoDI 6000.13.
12	Fellowship (AFIT sponsored) Clinical (note 3)	1 year for each year, min 2 years (see notes 1, 2 and 3)	32	DoDI 6000.13.
13	Military Fellowship Non-clinical or Education with Industry (EWI)	3 years (see notes 1, 2 and 3)	32	DoDI 6000.13.
14	Military Physician Assistant Training	4 years (see notes 1, 2 and 3)	31	DoDD 1322.10.
15	Health profession officers full-time Masters program AFIT Sponsorship	3 years for 1st year, then 1/2 year for each 1/2 year or portion thereafter. (see notes 1, 2 and 3)	02	DoDI 6000.13.
16	Health profession officers full-time Ph.D. program AFIT Sponsorship	3 years for 1st year, then 1/2 year for each 1/2 year or portion thereafter. (see notes 1, 2 and 3)	02	DoDI 6000.13.

NOTES:

1. Members who withdraw or eliminate incur an ADSC of 2 years or the length of time in training, whichever is greater, not to exceed the ADSC for program completion.
2. Do not use any part of the educational or training program period to satisfy any existing ADSC.
3. Members serve this ADSC after fulfilling all previously existing ADSCs.

1.3. Advising Members of ADSCs. The Mission Support Squadron (MSS) (or delegated authority) advises members of ADSC commitments and documents acceptance of ADSCs (see paragraphs [2.3.](#) and [2.4.](#) for health professions officers and judge advocates).

1.3.1. The AF Form 63, **Officer and Airman Active Duty Service Commitment (ADSC) Acknowledgment Statement**, formally documents the member's knowledge and acceptance of the ADSC. For some ADSC-incurring events, a different form of documentation may be **prescribed**. (see paragraph [1.3.2.](#)). **Failure to complete an AF Form 63 (or other prescribed documentation) does not relieve the member of the ADSC.**

1.3.2. The following ADSC-incurring events require documentation other than the AF Form 63:

1.3.2.1. Entry on Extended Active Duty (EAD) (AFROTC cadets see AFI 36-2011, paragraph 3.2.1.7; USAFA cadets, see AFI 36-2019, paragraph 3.12.).

1.3.2.2. Permanent Change of Station (PCS) (see AFI 36-2110, paragraph 2.28.).

1.3.2.3. Undergraduate Flying Training (UFT) (see AFI 36-2205, paragraph 1.2.4.).

1.3.2.4. Accepting special and incentive pays (Medical, see AFI 41-109, paragraph 3.6., or Aviator Continuation Pay, see AFI 36-3004, paragraph 2.2.2.).

1.3.2.5. Changing competitive categories (see AFI 36-2106, Attachment 2).

1.3.2.6. Tuition Assistance (see AFI 36-2107, paragraph 2.7.).

1.3.2.7. Participating in education or training programs listed in [Table 1.2.](#) (see AFI 41-117, paragraph 31.1.5.).

1.3.2.8. ADSC-incurring events affecting enlisted personnel. AF Form 63 is required **only if** the member is or will become eligible for retirement before completing the ADSC (see AFI 36-2606, paragraph 4.1.1.).

1.4. Retainability. Members who accept an ADSC-incurring event must have or obtain Retainability to serve the ADSC required for the event.

1.4.1. Enlisted members who lack the necessary Retainability must obtain it, if eligible, through reenlistment or extension. When an enlisted member cannot obtain the Retainability for an ADSC-incurring event, the Military Personnel Flight (MPF) or Education Service and Human Resource Flight (DPH) must notify the selection authority and the member may apply for a waiver of Retainability or Controlled Duty Assignment requirements (AFI 36-2110, paragraphs 2.29. and 2.43.). Enlisted members who decline to obtain Retainability must document that decision on AF Form 964, **PCS, TDY, or Training Declination Statement** (AFI 36-2110, paragraphs 2.29. and 2.42.).

1.4.2. A non-career officer who has not applied for separation or retirement, and does not have sufficient Retainability for the ADSC-incurring event, must initiate a Specified Period Of Time Contract (SPTC) to obtain necessary Retainability within 7 calendar days following acceptance of the ADSC-incurring event and before beginning the ADSC-incurring event (see AFI 36-2133, *Specified Period of Time Contracts*).

Chapter 2

ADMINISTRATION

Section 2A—Responsibilities

2.1. HQ AFPC/DPSFO:

- 2.1.1. As Office of Primary Responsibility (OPR) for the ADSC Program, determines all ADSCs, except for health professions and judge advocate officers.
- 2.1.2. Prepares AF Form 63 when required (see paragraph 1.3.2.) for all such members selected for ADSC-incurring events and forwards it to the servicing MSS to obtain signatures.
- 2.1.3. Is the only office authorized to update ADSCs listed in AETC's Education and Training Course Announcement (ETCA).

2.2. HQ AFPC/DPA: When selecting someone for a PCS (functional category L only) or with AFT enroute:

- 2.2.1. Notifies HQ AFPC/DPSFO of the selection through written or electronic means with all available course information only when member is notified by means outside of the Personnel Data System (PDS).
- 2.2.2. Provides course identification (AFT only) to HQ AFPC/DPSFO when Air Force Training Management System (AFTMS) quotas are not available.

2.3. HQ AFPC/DPAM:

- 2.3.1. Calculates and updates ADSCs for health professions officers.
- 2.3.2. Ensures member completes AF Form 63 or other required ADSC acknowledgment and maintains original.

2.4. HQ USAF/JAX:

- 2.4.1. Calculates and updates ADSCs for FLEP/ELP selectees.
- 2.4.2. Ensures member completes AF Form 63 or other required ADSC acknowledgment and forwards signed original to HQ AFPC/DPSFO.

2.5. AFIT/CI: Ensures all AFIT non-medical students have an HQ AFPC/DPSFO verified AF Form 63, AFIT Fellowship-Scholarship-Grant ADSC Statement of Agreement, or other required ADSC acknowledgment. Follows procedures outlined in paragraph 2.13. for missing documents. Forwards unverified documents to HQ AFPC/DPSFO for review. Categorizes AFIT students as scholarship or non-scholarship.

2.6. MSS/CC (authority may be delegated to the appropriate agency under MSS/CC's command):

- 2.6.1. Ensures that all TDY, PCA, and PCS orders reflect the ADSC associated with the event.
- 2.6.2. Ensures that members have sufficient Retainability to attend the ADSC-incurring events or have Retainability waivers.
- 2.6.3. Reviews all incoming Unit Personnel Record Groups (UPRGs) to ensure members have an HQ AFPC/DPSFO verified AF Form 63 or other ADSC acknowledgment when required. Follows procedures outlined in paragraph 2.13. for missing documents. Forwards unverified documents to HQ AFPC/DPSFO for review.
- 2.6.4. Establishes coordination procedures among all MPF/DPH workcenters and base units, and maintains an active liaison with those units to ensure effective ADSC management.
- 2.6.5. Ensures Education Services Officers, all serviced unit commanders, and CSSs responsible for managing or conducting ADSC-incurring training understand their responsibilities.
- 2.6.6. At bases conducting Advanced Flying Training, ensures all individuals attending such training have a completed AF Form 63 on the first day of training.
- 2.6.7. Does not allow members to proceed to training or education contained in Table 1.1. without a completed AF Form 63 or other acknowledgment when required.
- 2.6.8. Contacts HQ AFPC/DPSFO for any Active Duty Service Commitment Date (ADSCD) adjustments to include excess leave adjustments (see paragraph 2.11.3.).
- 2.6.9. Verifies the ADSCD on receipt of a notice of establishment or change of ADSCD Report of Individual Person (RIP) (see paragraph 2.12.).
- 2.6.10. Processes requests for formal ADSC reviews (see paragraph 2.18.).

2.7. The Education Services Officer (ESO): Forwards a copy of the AF Form 1227, **Authority for Tuition Assistance – Education Services Program**, to HQ AFPC/DPSFO within 5 duty days of signature.

2.8. Unit Commander/CSS: Ensures members who are directed to attend an education or formal training course, whether via PCS, TDY, or Permanent Change of Assignment (PCA), process through the MPF for ADSC counseling and completion of the AF Form 63 or other required ADSC acknowledgment before entering an ADSC-incurring event.

2.9. AETC/DOVP: Provides information copies of AF Form 69 to HQ AFPC/DPSFO when new courses are added to the ETCA.

Section 2B—Procedures**2.10. Completing an AF Form 63 (OPR: MSS).**

- 2.10.1. Counsel the member on the ADSC using AF Form 63 provided by HQ AFPC/DPSFO.
 - 2.10.1.1. To accept the ADSC, the member signs the form in Section II and the MPF counselor completes Section III.

2.10.1.2. To decline the ADSC, the MPF suspends all processing for the ADSC-incurring event and completes the following actions.

2.10.1.2.1. The MPF contacts HQ AFPC/DPSFO immediately.

2.10.1.2.2. The MPF Commander briefs member on 7-day option and signs Section III. The MPF will suspend officers for submission of a separation or retirement application within 7 calendar days.

2.10.1.2.3. The MPF updates the assignment availability code for enlisted members to reflect mandatory separation or retirement at the end of the current enlistment contract (see AFCSM 36-699, Volume I, *Personnel Data Systems* and AFI 36-2110, Table 2.1.). EXCEPTION: If the member is declining PCS only, contact HQ AFPC/DPSFO for instructions on completing the AF Form 63.

2.10.2. The MPF distributes copies of the AF Form 63:

2.10.2.1. Forwards the signed original to HQ AFPC/DPSFO.

2.10.2.2. Files a copy in the Unit Personnel Record Group (UPRG).

2.10.2.3. Gives the member a copy.

2.11. Updating the ADSCD and ADSC Reason (RSN) Code (OPR: HQ AFPC/DPSFO and MPF).

2.11.1. HQ AFPC/DPSFO updates the Personnel Data System (PDS) with ADSCD and ADSC Reason Code for all members (except health professions and judge advocate officers) upon receipt of completed AF Form 63 or other ADSC documentation.

2.11.2. If course graduation date changes or the member does not complete the training, the MPF will contact HQ AFPC/DPSFO to adjust ADSCD.

2.11.3. When adjusting a person's service dates to account for lost time (e.g., confinement), HQ AFPC/DPSFO will adjust the ADSCD upon receipt of AF Form 2098 from HQ AFPC/DPP, by adding one day for each lost day. HQ AFPC/DPSFO will also adjust ADSCDs by adding one day for each day of excess leave.

2.11.4. OPR for ADSC PDS updates involving:

2.11.4.1. Judge advocate officers is HQ USAF/JAX.

2.11.4.2. Health professions officers is HQ AFPC/DPAM.

2.12. Verifying the ADSCD on receipt of a notice of establishment or change of ADSCD Report on Individual Person (RIP) (OPR: MSS or CSS).

2.12.1. Ensure the ADSCD is correct on the RIP. If incorrect contact HQ AFPC/DPSFO.

2.12.2. Ensure supporting documents are in the UPRG. If the documentation is not in the UPRG, the current servicing MPF or CSS should immediately advise member of the ADSC and the requirement to document it (see paragraph [2.13.](#)).

2.12.3. Give the RIP to the member if the ADSCD is correct and the documentation is in the UPRG.

2.13. Missing Documentation (OPR: MSS). When a member's UPRG does not contain an AF Form 63 or other required ADSC acknowledgment for a specific ADSC-incurring event in which the member participated, the current servicing MPF takes the following actions.

2.13.1. Contact HQ AFPC/DPSFO to determine if HQ AFPC has a copy of the documentation.

2.13.2. If no copies of the documentation are found:

2.13.2.1. Advise the member using documentation provided by HQ AFPC/DPSFO.

2.13.2.2. When the member inprocesses PCS or on temporary duty (TDY) to attend AFT without an AF Fm 63, issue a Category One processing discrepancy (see AFI 36-2102, *Base-Level Relocation Procedures*) to the losing MPF.

2.14. Declining an ADSC (7-day Option). A member who declines the ADSC for PCS or training must request separation or retirement within 7 calendar days of notification. The MPF commander or DPH commander is the briefing official in Section III of the AF Form 63 and will enter the following statement in the Remarks Section: "I advised this officer concerning the ramifications of declining to accept the ADSC and the requirement to submit a separation or retirement request. Member has been advised that if he/she declines but does not establish a DOS or retirement date under the 7-day option provision (see AFI 36-2110, *Assignments*), and attends the ADSC-incurring event, he/she will still incur the associated ADSC. **EXCEPTION:** Officers may decline PME in-residence without establishing a DOS.

2.14.1. Members who establish a separation or retirement date under the 7-day option policy as an alternative to accepting an ADSC, who subsequently complete the ADSC incurring event based on needs of the Air Force, are not obligated to serve beyond their established DOS or retirement date unless they withdraw their DOS or retirement. Those who decline an ADSC and establish a DOS or retirement date must serve all existing ADSCs before separation or retirement unless an early release is approved (see paragraph 2.16.).

2.15. Refusing to Sign An ADSC Acknowledgment Form or Statement (Upon Selection for an ADSC-Incurring event) (Officers Only). Officers who are properly advised of an ADSC cannot therefore avoid an ADSC by refusing to sign the AF Form 63 or other acknowledgment statement. Officers who do not establish a DOS or retirement date under the 7-day option (see paragraph 2.14.) and attend or enter into the ADSC-incurring event are considered to have constructively accepted the ADSC.

2.16. ADSC Waivers. The Secretary of the Air Force or his/her designee may, in appropriate cases, waive an unfulfilled ADSC when requested by a member in conjunction with applying for separation or retirement (see AFI 36-3207, *Separating Commissioned Officers*, AFI 36-3208, *Administrative Separation of Airmen*, and AFI 36-3202, *Service Retirements*).

2.17. Failure to Complete the ADSC for Education, 10, U.S.C., 2005.

2.17.1. Members who separate or retire, voluntarily or because of misconduct before completion of an education ADSC, must reimburse the government for a prorated portion of the cost of the education (see AFI 36-3207, *Separating Commissioned Officers*, and AFI 36-3202, *Service Retirements*).

2.18. Resolving an ADSC issue (Formal Review Process) (OPR: MSS). It is vital that members and the Air Force quickly resolve ADSC issues surfaced by the member, record reviews, or other means. The MSS does not make the final decision on ADSC issues (see paragraph [2.18.2.](#)). The MSS should, however, advise members of the information discovered.

2.18.1. MSS ensures that the review of the member's record is as complete as can be accomplished at base level:

2.18.1.1. Reviews base level Personnel Data System (PDS) RIP.

2.18.1.2. Reviews UPRG for source documents related to PDS RIP (AF Form 63, **Training Allocation RIP, Statement of Understanding** or similar document, and PCS Notification RIP).

2.18.1.3. Contacts Flight Management Office (FMO) for record of all flying training the member has completed. Verifies AFT ADSC in PDS is consistent with FMO record of flying training.

2.18.1.4. Contacts ESO to verify all ADSCs for tuition assistance have been properly recorded.

2.18.1.5. Ensures the UPRG contains the appropriate AF Form 63 or other acknowledgment and, if missing, follows the steps in paragraph [2.13.](#)

2.18.1.6. Sends the results of the audit to HQ AFPC/DPSFO.

2.18.1.7. Upon receipt of HQ AFPC/DPSFO review, the MSS provides a copy to the member, files a copy in member's UPRG, and sends a message/e-mail advising HQ AFPC/DPSFO of the date the MSS gave the HQ AFPC/DPSFO ADSC verification message to member. If the member wishes to dispute the ADSC verification, the MSS assists the member in accomplishing a DD Form 149, **Application for Correction of Military Record**, in accordance with AFI 36-2603, *Air Force Board for Correction of Military Records (AFBCMR)*. Pending final decision of the AFB-CMR, the ADSC is binding.

2.18.2. HQ AFPC/DPSFO: Administers the Air Force ADSC verification program. Upon receipt of formal review request from the MSS, DPSFO:

2.18.2.1. Reviews information provided by the MSS, reviews member's training and duty history, Master Personnel Record, and other historical files as necessary.

2.18.2.2. Determines correct ADSC.

2.18.2.3. Updates missing or incorrect ADSC(s) as necessary.

2.18.2.4. Within 4 weeks, notifies the MSS and member by message of formal review results.

2.18.2.5. Maintains all documentation related to verification.

2.19. Forms Prescribed. AF Form 63, **Officer/Airman Active Duty Service Commitment (ADSC) Acknowledgment Statement**.

DONALD L. PETERSON, Lt General, USAF
DCS/Personnel

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, U.S.C., Section 8013, Secretary of the Air Force
Title 10, U.S.C., Section 2005, Advanced Education Assistance
Executive Order 9397, 22 November 1943
DoDI 6000.13, *Medical Manpower and Personnel*, 30 June 1997
DoDD 1322.6, *Fellowships, Scholarships, and Grants for DoD Personnel*, 24 February 1997
DoDD 1322.10, *Policies on Graduate Education for Military Officers*, 31 August 1990
F036 AF PC Q, Personnel Data Systems
F036 AF PC B, Military Personnel Records System
AFCSM 36-699, Volume 1, *Personnel Data Systems*
AFI 36-2011, *Air Force Reserve Officer Training Corps*
AFI 36-2019, *Appointment to the United States Air Force Academy*
AFI 36-2020, *Disenrollment of USAFA Cadets*
AFI 36-2102, *Base-Level Relocation Procedures*
AFI 36-2106, *Competitive Category Transfers*
AFI 36-2110, *Assignments*
AFI 36-2133, *Specified Period of Time Contracts*
AFI 36-2205, *Applying for Flying and Astronaut Training Programs*
AFI 36-2603, *Air Force Board for Correction of Military Records*
AFI 36-2606, *Reenlistment in the United States Air Force*
AFI 36-3004, *Aviator Continuation Pay (ACP) Program*
AFI 36-3203, *Service Retirements*
AFI 36-3207, *Separating Commissioned Officers*
AFI 36-3208, *Administrative Separation of Airmen*
AFPD 36-21, *Utilization and Classification of Air Force Military Personnel*
AFI 41-109, *Special Pay for Health Professionals*
AFI 41-117, *Medical Service Officer Education*

Abbreviations and Acronyms

ADSC—Active Duty Service Commitment
ADSCD—Active Duty Service Commitment Date
AFIT—Air Force Institute of Technology
AEGD-1—One Year Advanced Education in General Dentistry
AETC—Air Education and Training Command
AFB—Air Force Base
AFPC—Air Force Personnel Center
AFSC—Air Force Specialty Code
CONUS—Continental United States
CSS—Commander's Support Staff
DEROS—Date Eligible for Return from Overseas
DoD—Department of Defense
DOS—Date of Separation
DPH—Education Service and Human Resource Flight
EAD—Extended Active Duty
ELP—Excess Leave Program
ESO—Education Services Officer
ETCA—Education and Training Course Announcement
EWI—Education with Industry
FLEP—Funded-Legal Education Program
GDE—Graduate Dental Education
GME—Graduate Medical Education
GSP—Graduate School Program
MPF—Military Personnel Flight
MSS—Mission Support Squadron
OPR—Office of Primary Responsibility
OS—Overseas
PCS—Permanent Change of Station
PDS—Personnel Data System
Ph.D.—Doctor of Philosophy
PME—Professional Military Education

RIP—Report on Individual Person

RNLTD—Report Not Later Than Date

ROTC—Reserve Officer Training Corps

RSN—Reason

TDY—Temporary Duty

TMS—Training Management System

USAF—United States Air Force

USAFA—United States Air Force Academy

U.S.C.—United States Code

UFT—Undergraduate Flying Training

UPRG—Unit Personnel Record Group

Terms

Active Duty—Full-time duty in the active military service of the United States.

Active Duty Service Commitment (ADSC)—A period of active duty a member must serve before becoming eligible for voluntary separation or retirement.

Active Duty Service Commitment Date (ADSCD)—The date the ADSC expires.

ADSC-Incurring Event—Any event for which a member incurs an ADSC.

Aviation Service Date—The date the member first reports, on competent orders, to the aviation activity that has aircraft in which he/she will receive flight training leading to an aeronautical rating.

Career Officer—A Regular officer; an Air Force Reserve officer currently serving in Indefinite Reserve Status; or an officer serving under Conditional Reserve Status program.

Concurrent—To be served at the same time, together, simultaneously.

Consecutive—To proceed from one to another and be served in order.

Continental United States (CONUS)—United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico; does not include Hawaii or Alaska.

Date Eligible for Return From Overseas (DEROS)—Date a member completes his or her overseas tour and is eligible to return from overseas.

Date of Separation (DOS)—Date established by law or policy for the termination of active duty.

Excess Leave—Leave granted that exceeds earned and advance leave and for which the service member is not entitled to pay and allowances.

Extended Active Duty (EAD) Date—Date a member started active duty career.

Health Professions Officer—Includes Medical Corps (MC), Dental Corps (DC), Medical Service Corps (MSC), Nurse Corps (NC), and Biomedical Sciences Corps (BSC) officers, and applicants selected for or undergoing training or schooling to qualify them for service in the MC, DC, MSN, NC or BSC.

Initial Qualification—A course of instruction which qualifies any rated officer to be an instructor at a Formal Training Unit (FTU), or qualifies Career Enlisted Aviators to perform instructor duties on the Major Weapon System.

Judge Advocate Officer—Includes officers designated as judge advocates in accordance with AFI 51-103 and serving in the Judge Advocate General's Department, and applicants selected for or undergoing training or schooling to qualify them for such designation and service.

Lost Time—Time during which a member is AWOL, in confinement, or incapacitated due to alcohol, drugs or disease or injury resulting from the member's misconduct (10 U.S.C. 972).

Low-Cost PCS—PCS between duty locations when it is determined in advance of approval of the PCS that the expected cost will not exceed \$500.00 of PCS entitlements. The new duty location must also be within commuting distance of the member's current residence.

Misconduct—As a basis for separation or retirement, includes substandard duty performance within a member's control, unacceptable conduct, moral or professional dereliction, interests of national security, court-martial conviction, and conduct rendering a member eligible for separation or retirement in lieu of court-martial.

Permanent Change of Station (PCS)—For ADSC purposes, a move between permanent duty stations which are not in the same corporate city limits or town.

Rated Service—The time an officer serves in the rated force, from award of an aeronautical rating to separation, promotion to colonel, grounding or retirement.

Report Not Later Than Date (RNLTD)—Date by which a member must report to a new duty station.

Requalification Training—Training in an aircraft in which the member has been previously qualified.

Retainability—Time remaining to serve on active duty in the Air Force.

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